

**School of Foreign Languages
Centre for Independent English Language Assessment**

**Regulations for the Independent English Exam for
Bachelor and Specialist Educational Programmes at HSE**

1. General Regulations

1.1. *The Regulations for Independent English Exam for Bachelor and Specialist Educational Programmes at HSE* (the Regulations) define the procedure for Independent English Exam (the Exam) for Bachelor and Specialist students of HSE from April 2023 to March 2024. The Regulations are designed in accordance with the *Regulations for Interim and Ongoing Assessments of Students at National Research University Higher School of Economics* and *Regulations for Conducting Independent English Language Tests Patterned on International Exams*.

1.2. The students are obligated to familiarize themselves with these Regulations before the start of the Exam and to comply with them until the end of the Exam.

1.3. The Exam is conducted in both offline and online formats. The online format is applicable only to the students who study under distance learning individual curriculum.

1.4. The Exam consists of four parts: *Reading*, *Listening*, *Writing*, and *Speaking*. The time intervals for each Exam section are the following: *Reading* – 60 minutes, *Listening* – approximately 30 minutes, *Writing* – 60 minutes, *Speaking* – approximately 15 minutes.

1.5. The language of the Exam is English.

1.6. The total time of the Exam is approximately 185 minutes including a 20-minute break between sections 2 and 3 of the Exam.

1.7. The Exam held online does not have any breaks between the sections, so the total time of the Exam is around 165 minutes.

1.8. After finishing the Exam, the students will not have access to the Exam tasks and their Exam answers on the platform.

1.9. The Exam mark the students see on the platform after the grading period is final and cannot be appealed.

2. Registering for the Exam

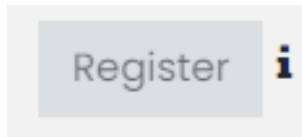
2.1. The students are obligated to sign up for the Exam by choosing a suitable time slot on the SmartLMS platform.

2.2. The link for the Exam registration is located in the SmartLMS course.

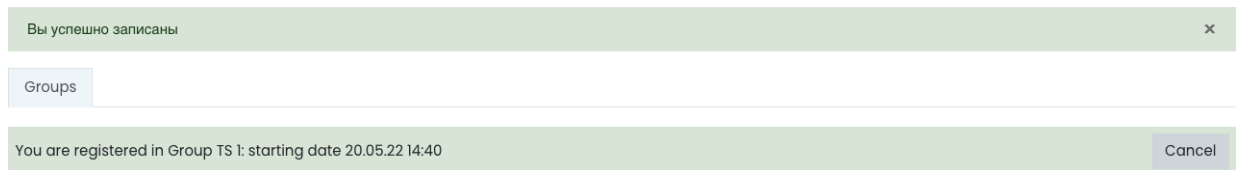
2.3. The student will get access to the list of time slots by clicking the «**Registration**» button.



2.4. The students must choose **one** time slot (TS) and sign up for the Exam by pressing the «**Register**» button.



Having completed the registration process, the students will be shown a confirmation.



2.5 The students are allowed to cancel or change the chosen time slot or date up to 3 full days prior to the scheduled Exam date. No changes can be made in less than 3 full days prior to the scheduled Exam date.

3. Before the Exam

3.1. To participate in the **offline** Exam, the students must:

- prepare a valid identification document (Student ID/passport) to be verified before the start of the Exam;
- take the ID without a cover to their Exam station. The ID must stay on the Exam station throughout the entire duration of the Exam;
- switch off all the types of electronic devices or put them on silent and leave on a shelf. The students will be permitted to use their electronic devices after all the sections of the Exam are over;
- leave their belongings (overcoat, hats/caps, etc.) outside the test room and electronic devices (including wrist watches, smart watches, tracking bracelets, etc.) and bags/backpacks on the shelf in the test room.

3.1.1. The students are allowed to take the following items to their Exam station:

- a pen or pencil without a pencil case;
- a *clear* plastic water bottle without a label;
- a paper slip with an email and SmartLMS password;
- if necessary: medications in a clear plastic bag.

NB: Students must complete the Exam tasks at the computers in the Exam room in the Center for Independent English Language Assessment. Attempts to access the Exam tasks from other locations are strictly prohibited and will be terminated immediately. The works, if such an event occurs, will be annulled.

3.2. To participate in the **online** Exam, the student must:

- prepare a valid identification document (Student ID) to be verified before the start of the Exam;
- join the meeting by registering on the Webinar platform by following the link emailed to the student's corporate email by the Centre for Independent English Language Assessment the day before the exam;

Регистрация на мероприятие

Через социальные сети

Электронная почта
iivanov@edu.hse.ru

Фамилия
Иванов

Имя
Иван

Условия использования платформы Webinar.ru

Нажимая на кнопку «зарегистрироваться», я акцентирую условия лицензионного договора, подтверждаю факт ознакомления с «Политикой обработки персональных данных», соглашаюсь на обработку персональных данных и связь со мною способами, указанными в договоре, в целях исполнения условий договора.

ЗАРЕГИСТРИРОВАТЬСЯ

- share the screen throughout the entire duration of the exam by clicking on the "Share screen" button, located on the bottom left on the Webinar platform;
- follow the technical requirements below:
 - ⇒ use a PC or a laptop
 - ⇒ operating system Windows 7, Windows 8, Windows 8.1, Windows 10
 - ⇒ RAM: 3 GB or more
 - ⇒ hard disk space 500 MB
 - ⇒ the latest version of one of the following browsers is needed: Yandex Browser, Google Chrome or Microsoft Edge. To check the latest update, go to: <https://browser.yandex.ru/> or <https://www.google.com/chrome/>
 - ⇒ a fully-functioning webcam: the minimum recommended resolution is 640x480 px.
 - ⇒ a fully-functioning microphone
 - ⇒ switched off VPN or VPN apps
 - ⇒ a reliable and stable internet connection with a speed of 5 Mbps upload and download is required. You should use a wired (LAN) connection rather than a WIFI network. To check the internet connection speed, go to: <https://www.speedtest.net> or <https://yandex.ru/internet/>
 - ⇒ make sure “cookies” are enabled.
 - To enable “cookies” in Chrome go to: <https://support.google.com/accounts/answer/61416?hl=en&co=GENIE.Platform%3DDesktop>;
 - To enable “cookies” in Yandex Browser go to: <https://browser.yandex.com/help/personal-data-protection/cookies.html>

NB: Students who have not gone through the verification process and/or joined the video conference are not allowed to complete the Exam tasks on the SmartLMS platform. If they do so, their works will be annulled.

4. During the Exam

4.1. During the **offline** Exam, it is prohibited to:

- communicate with other students;
- cheat by using any type of electronic devices and/or handwritten notes;
- turn around;
- shut down/ restart the computer;
- use keyboard shortcuts;
- leave the Exam room once the students have been through the verification procedure;
- leave the Exam room during the Listening and Speaking sections.

4.2. During the **offline** Exam, the student is allowed to:

- use blank sheets of paper for drafts, a pen/pencil for taking notes. Paper will be provided in the test room. Pens or pencils should be brought by the student;
- call on the invigilators to answer questions by raising a hand;
- leave the Exam room during the Reading and Writing sections of the Exam. It is not recommended to spend more than five minutes outside the Exam room. The students may leave the Exam room once during the Reading and Writing sections of the Exam;

4.3. During the **online** Exam, it is prohibited to:

- turn off the webcam or microphone;
- reduce the level of sensitivity to sound in the microphone;
- use auto-correction apps, notes, textbooks and other educational materials;
- leave the exam site or leave the webcam visibility zone;
- use headphones or headsets throughout the entire duration of the Exam;
- look away or focus the eyes on objects outside the webcam's visibility range for a long time;
- use "smart" gadgets (smartphones, tablets, etc.);
- smoke e-cigarettes;
- attract a third party to help with the Exam, talk with a third party during the Exam;
- read tasks out loud;
- stop, rewind and listen to the audio file more than once, except for the case of a short interruption in communication when listening to the audio file for the first time;
- use MS Word or other text editors to carry out the task in the *Writing* section;
- use keyboard shortcuts;
- take notes using paper sheets.

4.4. During the **online** Exam, the student is allowed to:

- call on the invigilators to answer questions by raising a "virtual" hand;
- take notes using a whiteboard, or a piece of paper inside a transparent sheet protector with an erasable marker. **NB:** At the end of each section, the student must erase the notes.

4.5. During the Exam, the timer on SmartLMS displays the time until the end of each Exam section.

4.6. To proceed to the next section of the Exam, the candidate must submit their current attempt by pressing the “Finish attempt” button and go back to the main Exam page on SmartLMS. It is required to carry out the following procedure after completing each section of the Exam.

5. Exam Sections

5.1. The student must complete the Exam sections **in the following order**:

1. Reading
2. Writing
3. Listening
4. Speaking

5.2. The **Reading** section consists of 3 parts. Each part of the *Reading* section contains a text on an academic or professional non field-specific topic and a set of various tasks to complete.

The student has 60 minutes to work on the *Reading* section. No extra time is allocated to transfer answers to the online answer form.

The student must enter the requested information in the gaps or choose the correct variant out of the ones given in questions.

The parts of the *Reading* section can be completed in any order. To proceed to the next part, the student must press the «**Next page**» button.



It is not recommended to click between pages in the test tab and use the browser's «Back» button to avoid possible failures. The student can use the navigation panel to navigate within the test.



Having completed all the tasks of the *Reading* section, the student must click the «**Finish attempt**» button.



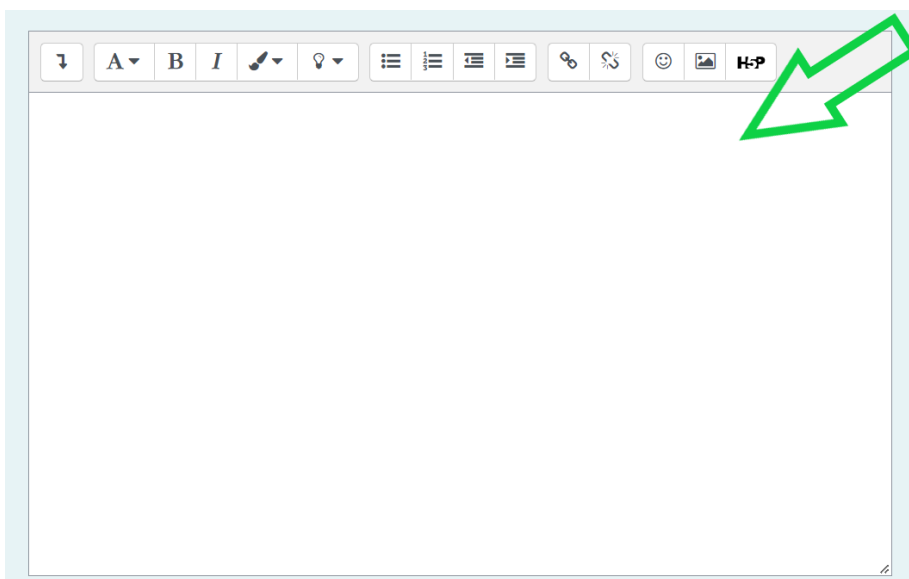
After that, the student will be redirected to the confirmation page, where they will need to click the «Submit all and finish» button.

To proceed to the *Writing* section, go back to the main Exam page on SmartLMS. The *Writing* section of the Exam will be available automatically on the main Exam page.

It is impossible to return to the completed Exam tasks after the section has been submitted.

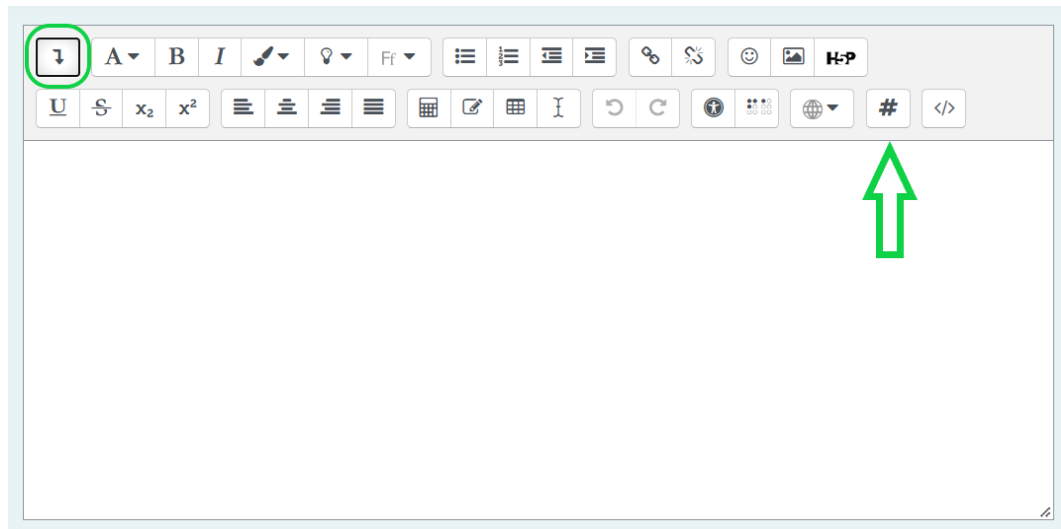
Please note that the section shuts down automatically after the allocated time is up.

5.3. The **Writing** section consists of two tasks. In total, the student has 60 minutes to complete the following exam section. The recommended time is up to 20 minutes for Task 1 and up to 40 minutes for Task 2. The students can work on the tasks in either order. The tasks must be typed in the corresponding fields on the platform.



It is prohibited to carry out the task in MS Word and other text editors. It is allowed to draft the essay on a piece of paper. No extra time is allocated to transfer answers to the online answer form.

To count words, the student should expand the SmartLMS panel by clicking on the arrow in the left corner of the panel and press # on the panel, **not on the keyboard**.



To move to the next task of the *Writing* section, the student must press the «**Next page**» button.

It is not recommended to click between pages in the test tab and use the browser's «Back» button to avoid possible failures. The student can use the navigation panel to navigate within the test.

Having completed all the tasks of the *Writing* section, the student must click the «**Finish attempt**» button. After that, the student will be redirected to the confirmation page, where they will need to click the «**Submit all and finish**» button. It is impossible to return to the completed Exam tasks after the section has been submitted.

Please note that the section shuts down automatically after the allocated time is up.

There is a 15-minute break between the *Writing* and *Listening* sections. The *Listening* section of the Exam will be available on the main Exam page after the break.

5.4. The *Listening* section consists of 3 parts. The student has approximately 40 minutes to complete the *Listening* section.

While listening to an audio file, the students can see the tasks on the screen.

The audio recording can be played only once. It is prohibited to stop, rewind, or listen to the audio file more than once.

The tasks are carried out sequentially. The students must answer the questions as they listen to the audio recording.

The audio recording will start playing automatically as soon as the student presses the «**Start attempt**» button. Time to read the questions is included in all audio files.

It is impossible to return to the completed Exam tasks after the section has been submitted.

Having completed all tasks of the *Listening* section, the student must click the «**Finish attempt**» button. After that, the student will be redirected to the confirmation page, where they will need to click the «Submit all and finish» button.

To proceed to the *Speaking* section, go back to the main Exam page on SmartLMS. The *Speaking Independent English Exam, 2023*

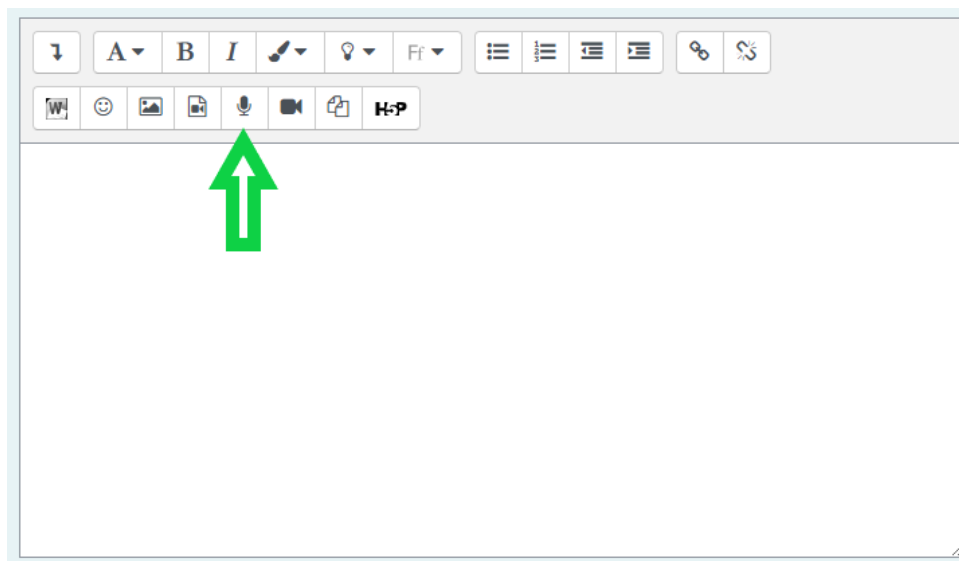
section of the Exam will be available automatically on the main Exam page. Please

note that the section shuts down automatically after the allocated time is up.

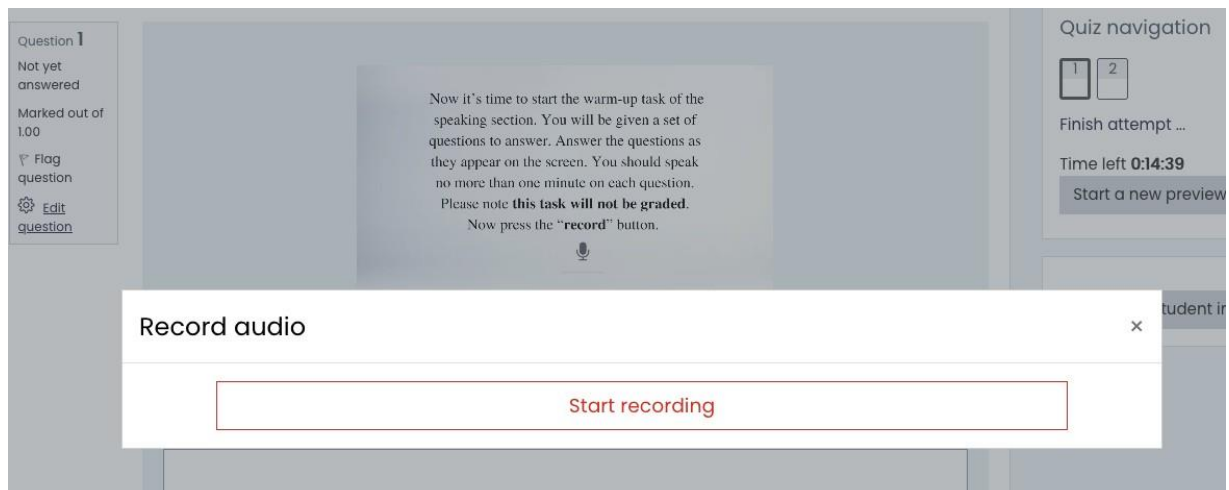
5.5. The **Speaking** section consists of 2 parts and a series of warm-up questions. Each part includes video instructions and questions. The video will start playing automatically as soon as the student presses the «**Start attempt**» button. During the video, the student is instructed to press the «**Record**» button. **The student must not pause or stop recording until they have answered all the questions in a part.**

All the parts of the *Speaking* section must be completed sequentially.

To make a recording, the student should first press the «**Record**» button on SmartLMS panel and then press «**Start recording**». The student must not press the «**Microphone**» button on the headsets.



The student can move around the panel with the «**Start recording**» button to better see the questions.



The student must press «**Stop recording**» button when finishing each part of the section, then press the «**Attach file**» button, and the “**OK**” button at the top of the page to attach the recording.

Сообщение с edu.hse.ru:

What should the annotation appear as?

Audio annotation



OK Отмена

The student must not change the name of the audio file.

It is prohibited to re-record the answers.

The student must not read the questions out loud before answering the questions.

The student must not listen to the recording since the system may erase the recorded answer.

After completing all the tasks of the *Speaking* section click the «**Finish attempt**» button. After that, the student will be taken to the confirmation page, where they will need to click the «**Submit all and finish**» button.

The exam is over.

6. Communication failure

6.1. A short-term communication failure during the Exam is considered to be a loss of a student's network connection with the Exam platform for no more than 5 minutes. In the event of a short-term communication failure (the page freezes, the Exam session is interrupted, the student does not see the «**Start attempt**» button), it is recommended to refresh the page (Ctrl + F5).

6.2. A long-term communication failure during the Exam is the loss of a student's network connection with the Exam platform for more than 5 minutes. In the event of a long-term communication failure with the platform during the Exam, the student must immediately report the problem to the invigilator. The invigilator makes a decision whether a student can continue with the Exam or, if not, is allowed to take the Exam on another day.